

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Land Department Assistant
Department: Land
Reports To: Land Department Director
FLSA Status: non-exempt
Prepared By: HR
Prepared Date: 9/9/20
Approved By:
Approved Date:

SUMMARY: Under the direction of the Land Department Director, this position is responsible for providing maintenance and maintenance and project oversight for Tribal lands including trust, fee, and reservation lands.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Fire control.
- TERO coordination.
- Mapping.
- Knowledge of the boundaries of Tribal Land.
- Know the difference between Trust and Fee land.
- An understanding of the land management issues facing the Tribe.
- Provide support for Land Director in all aspects of real estate, transportation, contracting, record keeping, project management, tribal representation, research.
- Other duties as assigned.

SUPERVISORY REQUIREMENTS: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to

effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common office environment.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.